



## **Cygnets Court** Boxford, Suffolk

**Client:**  
C. Day and Son

**Date:**  
April 2018

BXF 037  
Archaeological Evaluation Report v0.2  
SACIC Report No. 2018/044  
Author: Rob Brooks  
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# Cygnets Court, Boxford BXF 037

Archaeological Evaluation Report v0.2

SACIC Report No. 2018/044

Author: Rob Brooks

Illustrator: Ryan Wilson

Editor: Stuart Boulter

Report Date: April 2018





## HER Information

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**Site Code:** BXF 037  
**HER Invoice Reference:** 921815  
**Site Name:** Cygnet Court  
**Report Number** 2018/044  
**Planning Application No:** B/15/01078/FUL  
**Date of Fieldwork:** 24 April 2018  
**Grid Reference:** TL 9609 4060  
**Oasis Reference:** suffolka1-312074  
**Curatorial Officer:** Hannah Cutler (Brief by Rachael Abraham)  
**Project Officer:** Rob Brooks  
**Client/Funding Body:** C. Day and Son  
**Client Reference:** N/A

Digital report submitted to Archaeological Data Service:

<http://ads.ahds.ac.uk/catalogue/library/greylit>

### Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of Suffolk Archaeology CIC. Ultimately, the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors. Suffolk Archaeology CIC cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared by: Rob Brooks

Date: 30/04/2018

Approved by: Stuart Boulter

Position: Senior Project Officer

Date: 30/04/2018

Signed:



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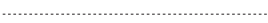
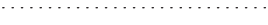





- Appendix 1. Abridged written scheme of investigation
- Appendix 2. OASIS form
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## **Summary**









Five evaluation trenches were excavated in an area of grassland on Cygnet Court, immediately south-west of Swan Street, prior to its redevelopment for housing, in the parish of Boxford, Suffolk. The site had most recently been the location of a builder's yard. No features or finds were recorded across the site, despite the subsoil and superficial geological levels appearing well preserved below deposits of topsoil and modern refuse.

**Drawing Conventions**

**Plans**

- Limit of Excavation 
- Features 
- Break of Slope 
- Features - Conjectured 
- Natural Features 
- Sondages/Machine Strip 
- Intrusion/Truncation 
- Illustrated Section  S.14
- Cut Number **0008**
- Archaeological Feature 

**Sections**

- Limit of Excavation 
- Cut 
- Modern Cut 
- Cut - Uncertain 
- Deposit Horizon 
- Deposit Horizon - Uncertain 
- Intrusion/Truncation 
- Break in Section 
- Cut Number **0088**
- Deposit Number 0089
- Ordnance Datum 

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55.27	
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## **1. Introduction**

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An archaeological evaluation was carried out prior to the construction of four new houses on Cygnet Court, which adjoins the south-west side of Swan Street, in the village of Boxford, Suffolk (Fig. 1). The work was carried out to a Brief issued by Rachael Abraham (2018), with the project overseen by Hannah Cutler, both of Suffolk County Council Archaeological Service (SCCAS). A Written Scheme of Investigation (WSI), by Stuart Boulter of Suffolk Archaeology Community Interest Company (SACIC), specified the methodology of the works (Appendix 1). The evaluation was required as a condition of planning application B/15/01078/FUL and was commissioned by Whymark and Moulton Chartered Surveyors and funded by C. Day and Son. SACIC carried out the trenching on 24 April 2018. The site was predominantly open grassland, formerly a former builder's yard, at grid reference TL 9609 4060, c.30m south-west of Swan Street and 160m north-west of St Mary's Church.

## **2. Geology and topography**

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The development area was sited on two different geological zones, on the edge of what appears to be a now dry river valley, running north-west to south-east to the River Box, which runs east to west through the centre of the village. In the south-west part of the site it is recorded that Head formation clay, silt and gravel overlies London Clay formation clay, silt and gravel. To the north-east, alluvium clay, silt, sand and gravel overlies a deposit of London Clay (British Geological Survey 2018). On site, the geology presented itself as mid orange firm sandy-silt or sandy-clay, typically with a high flint content. In places, dense bands of flint ran through the silt/clay. The overlying subsoil was mid orangish-brown loose to firm sandy-silt.

Ground levels recorded on the site ranged from 32.92m above the Ordnance Datum (AOD) at the north-west edge of the development outline, to 31.18m AOD at the south-east edge. The topography continued to rise gradually to the north and north-west, whilst valleys run to the north-north-west, west, north-east and south. The River Box valley runs east to west through the village, before turning to the south near Boxford Primary School.



Figure 1. Site location (red)



### **3. Archaeological and historical background**

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The Brief records that the development is located in:

‘an area of high archaeological potential, on the edge of the historic settlement core of Boxford ... The landscape setting of the site, on a south-facing slope overlooking the floodplain of the River Box, is also a typical location for early occupation of all periods. As a result, there is high potential for medieval, and earlier, occupation deposits to be encountered at this location (Abraham 2018).

A search of the Historic Environment Record (HER) for the area was commissioned and the full record is included in the digital archive. Records close to the site are limited, but this most likely relates to the low levels of development in the area and subsequently the lack of archaeological investigation that has previously taken place. Forty-seven metres west of the site, an evaluation recorded only a late post-medieval/modern pit (BXF 030), whilst a 16th-18th century threshing barn is positioned 44m to the north-west (BXF 026). Other sites within a 200m radius of the site are listed in Table 1, with further entries shown on Figure 2. The main streets of the village are lined with listed buildings of 16th to 20th century date.

The site itself was formerly occupied by a builder’s yard, including two now demolished buildings. It is unclear if these related to the buildings also shown on the early Ordnance Survey maps, which were drawn up from the 1880s onwards. One of the structures, an outwardly post-medieval brick range, still protrudes onto the north-east edge of the site, though its gable end was partially demolished at the time of the evaluation.

The village of Boxford is listed in the Domesday Book (though then known as Coddendam) as having a population of 20.5 households, making it ‘quite large’ (Powell-Smith 2018). It later became one of the wool towns, alongside places such as Lavenham and Long Melford. The south of Suffolk and north of Essex is renowned for these late medieval/early post-medieval settlements, which generated vast amounts of wealth, often peaking around the 16th century.

<b>HER reference</b>	<b>Description</b>
BXF 005	Find spot of a Bronze-Age bronze 'quiot headed' pin.
BXF 006	Church of St Mary. Listed Building. Medieval.
BXF 012	Bridge shown on Hodskinson's 1783 map (S1), also see BXF 022 monitoring.
BXF 021	Post Medieval brewery and maltings.
BXF 022	Monitoring and building recording identified and recorded the stone-built support piers of a medieval bridge, largely superceded in the 17th and 19th century by a brick and ironwork bridge.
BXF 025	Two undated pits and three medieval sherds of pottery, and a single flint flake.
BXF 026	16th-18th century threshing barn.
BXF 027	15th C barn, later used as part of a maltings complex.
BXF 030	Large late post-medieval pit, in filled in the twentieth century.
BXF 032	A 16th-17th century timber-framed and plastered building, formerly 2 houses. Grade II listed building.
BXF Misc.	Water mill suggested by name 'Water Mill Saw Yard' in 1838 Tithe (plot 240).
EDN 008	Ring ditch, unknown date.
EDN 006	Bronze Age hoard.

Table 1. HER references within 200m of the site

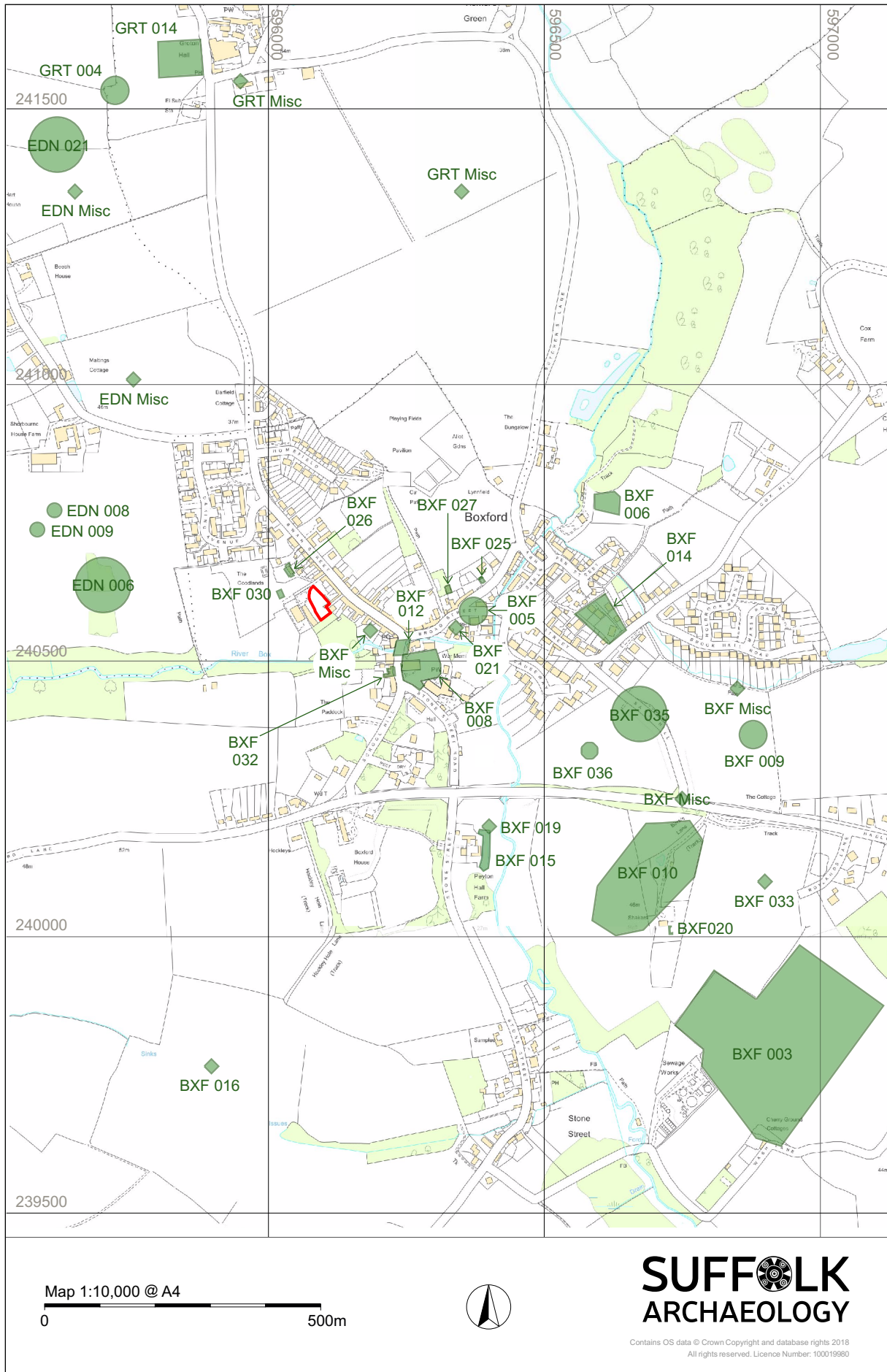


Figure 2. Site (red) shown alongside HER entries

## 4. Methodology

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The trenches were excavated using a machine equipped with a 1.8m wide toothless bucket. All of the mechanical excavation was constantly monitored and directed by an experienced archaeologist. An upper mixed deposit of topsoil and modern refuse, and a layer of brown-orange silt subsoil were removed, exposing the superficial geology of the site. All of the trenches were repositioned from the original locations suggested in the WSI due to the presence of electric cables, drainage and a large tree. The placing of a skip also limited the length of Trench 5 and several large pieces of buried concrete resulted in Trench 2 being excavated on a different alignment at its north-east end. The potential need to amend the trenching pattern had been discussed and agreed with Hannah Cutler of SCCAS prior to the excavation taking place.

When the trench excavation was finished, the soil profiles were cleaned, then measured and recorded. Two square test pits and a refuse pit were recorded in Trenches 1, 3 and 5, which were visible throughout the topsoil and included modern refuse related to the demolition of the builder's yard, and these were not hand excavated, but were recorded in plan by GPS. Several pieces of concrete and brick floor had been dumped in Trenches 2 and 3. All planning was carried out with a Leica RTK GNSS working with accuracy tolerances of <0.05m. Colour digital photographs were taken of the trenches. Records of the trenches were made on SACIC *pro forma* trench sheets. No finds were recovered from the site. Metal detecting of the spoil and exposed deposits was attempted, but the high levels of residual modern material throughout the soil horizons made this impractical.

Site data has been input onto an MS Access database and recorded using the County HER code BXF 037. An OASIS form has been completed for the project (reference no. suffolka1-312074 – Appendix 2) and a digital copy of the report submitted for inclusion on the Archaeology Data Service database (<http://ads.ahds.ac.uk/catalogue/library/greylit>). The archive is currently located at SACIC's office in Needham Market, but will be transferred to the main store of Suffolk County Council Archaeological Service at Bury St Edmunds, upon approval of the report.

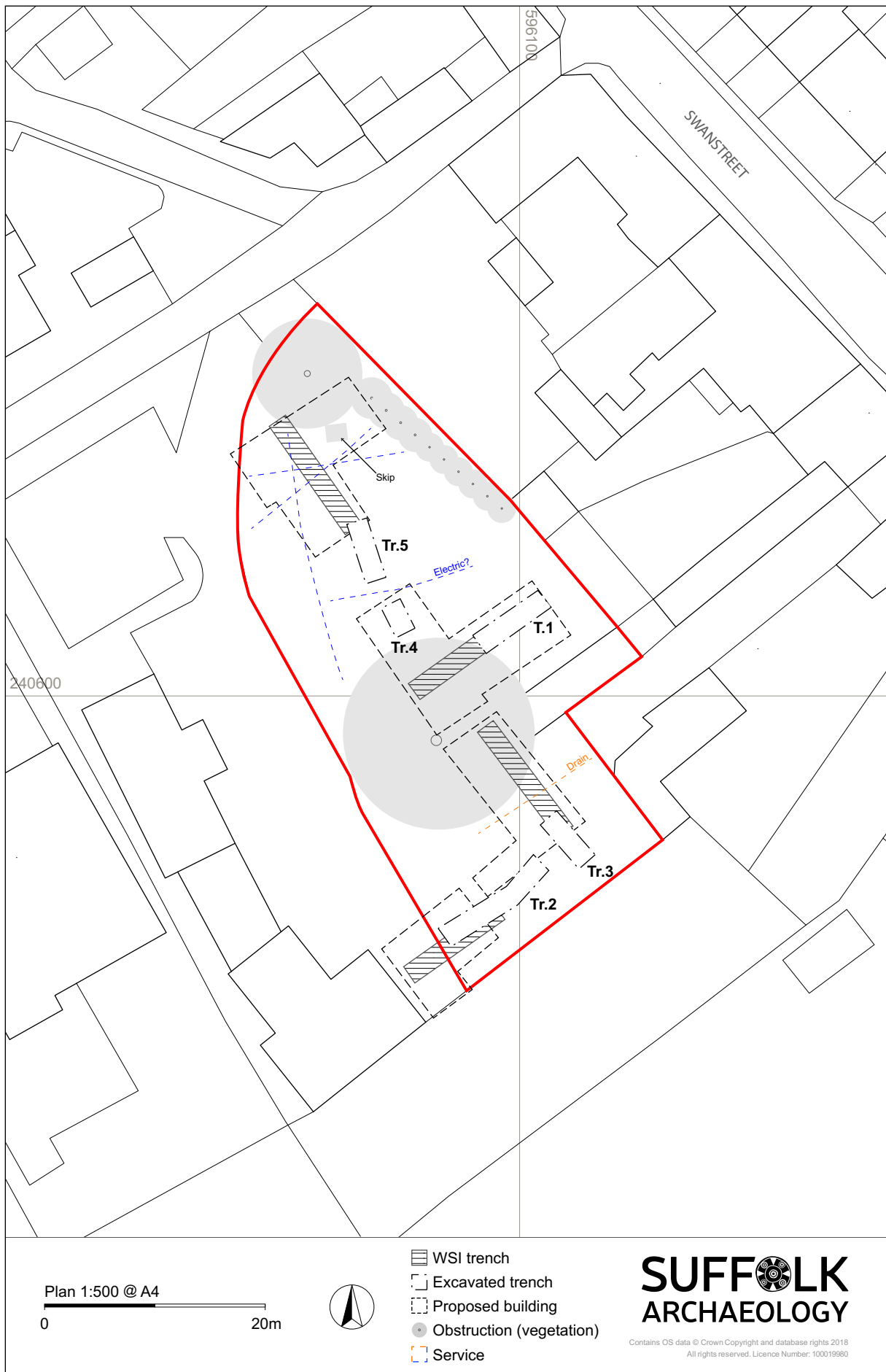


Figure 3. Overall site plan showing trenching and WSI trench plan

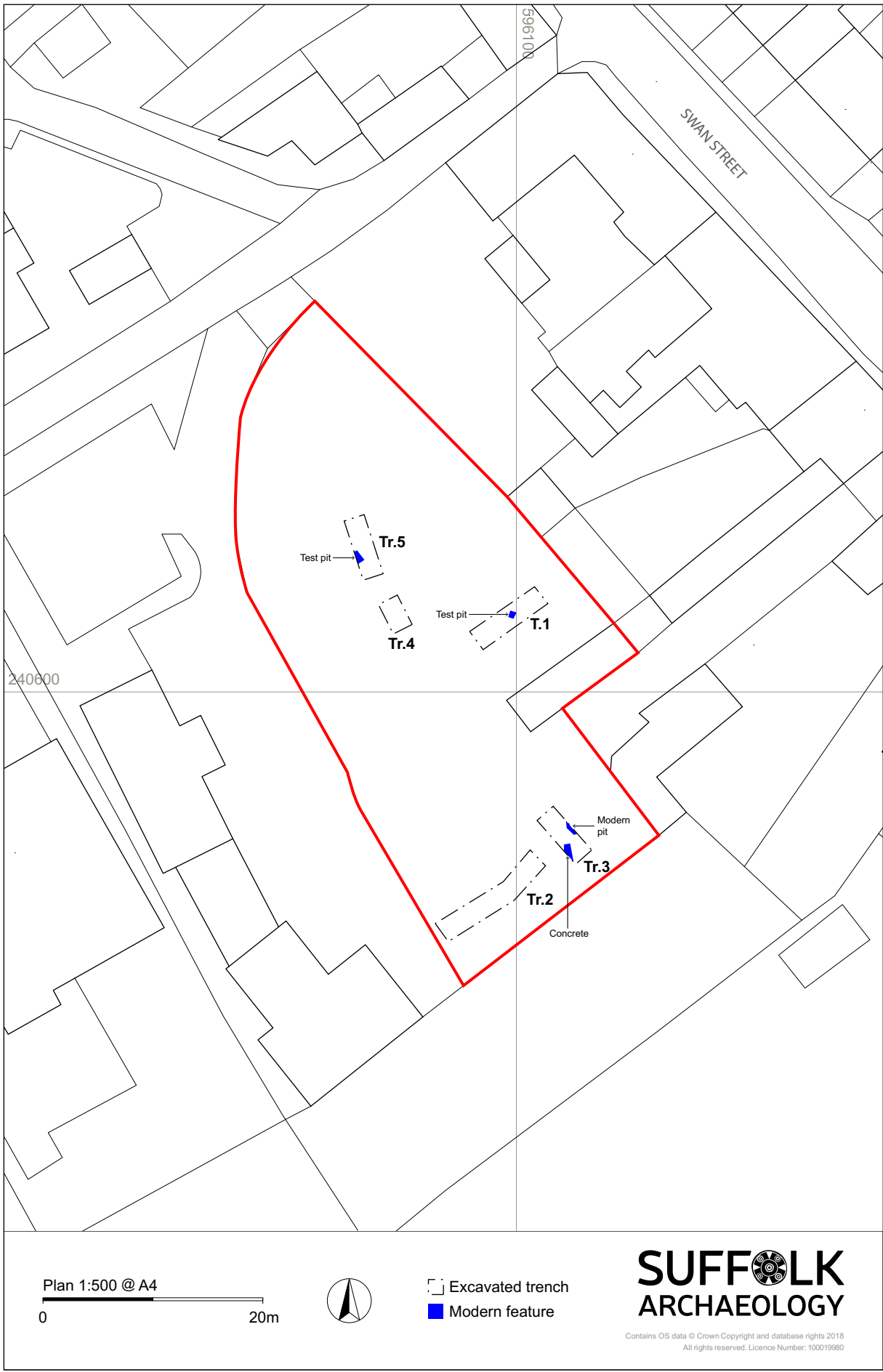


Figure 4. Trench plan showing modern features

## 5. Results

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Across the site, dark brown silty-sandy topsoil 0001 was recorded, which was 0.6m to 0.8m deep. This was frequently mixed with modern refuse, such as slate, brick, concrete, glass, metal items, etc., left over from the former builder's yard that had been on the site, along with the demolition of the buildings shown on the early Ordnance Survey maps. The lower horizon of the topsoil was less disturbed, with slight mixing with subsoil 0002 being the result of root and worm movement, although on occasions the modern disturbance continued to the base of the profiles. Underlying layer 0001, subsoil 0002 was light to mid orangish-brown sandy-silt of loose to firm compaction, with gravel inclusions, measuring 0.1m to 0.2m thick. This overlaid the superficial geology, which appeared to be well preserved, as shown on the trench plates (Appendix 3). Individual trench soil profiles are listed in Table 2.

No features or finds were recorded across the site, excluding modern deposits. Two square/oblong modern pits, thought to be possible geotechnical investigations, were found in Trenches 1 and 5, which were visible cutting through the topsoil, containing modern brick, post-medieval tile, metal objects and coke. Another modern pit in Trench 3 contained a metal box, with electrical cable attached. South of this pit was a large lump of redeposited concrete and brick floor/foundation. In general, the deposits underlying the topsoil and subsoil appeared to be well preserved.

<b>Trench no., dimensions and orientation</b>	<b>Soil profiles</b>
1 – 1.8m x 7.3m x 0.75 deep, SW to NE	0.6m of topsoil 0001, with modern demolition/builder's yard waste in the top of the deposit 0.15m of subsoil 0002
2 – 1.8m x 11.3m x 0.95m deep, SW to NE	0.75m of topsoil 0001, with modern demolition/builder's yard waste in the top of the deposit 0.2m of subsoil 0002
3 – 1.8m x 6m x 0.85m deep, NW to SE	0.75m of topsoil 0001, with modern demolition/builder's yard waste in the top of the deposit 0.1m of subsoil 0002
4 – 1.8m x 3.4m x 0.95m deep, NW to SE	0.8m of topsoil 0001, with modern demolition/builder's yard waste in the top of the deposit 0.15m of subsoil 0002
5 – 1.8m x 6m x 0.95m deep, SSE to NNW	0.8m of topsoil 0001, with modern demolition/builder's yard waste in the top of the deposit 0.15m of subsoil 0002

Table 2. Trench descriptions

## **6. Discussion, conclusions and recommendations for further work**

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The site produced no archaeological features or finds. Despite the levels of modern refuse consistently dumped across the site and the occasional areas of disturbance to the level of the superficial geology, the lower horizons were typically well preserved. This suggests that the site's archaeological potential is low, rather than having been heavily truncated. Based on this, it is thought that no further works will be required, although the final decision resides with the LPA.



## **7. Archive deposition**

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The paper and digital archives are currently held at SACIC's Needham Market office, but will be deposited within the SCCAS main archive upon approval of the report.

## **8. Acknowledgements**

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The fieldwork was carried out by Michael Green and Rob Brooks, with direction and surveying by Rob Brooks, and metal detecting by Michael Green. Project management was undertaken by Stuart Boulter, who also provided advice during the production of the report. Post-excavation management was provided by Richenda Goffin. The report illustrations were created by Ryan Wilson and the report was edited by Stuart Boulter.

## **9. Bibliography**

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Abraham, R. (2018) *Brief for a Trenched Archaeological Evaluation at Cygnet Court, Swan Street, Boxford*, grey literature document. Bury St Edmunds: SCCAS, dated 14 March 2018.

British Geological Survey (2018) *Geology of Britain Viewer*. Available at: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> (accessed 24/04/2018) and reproduced with the permission of the British Geological Survey ©NERC. All rights Reserved.

Powell-Smith, A. (2018) *Open Domesday*. Available at: <http://domesdaymap.co.uk/> (accessed 24/04/2018).



## **Appendix 1. Abridged written scheme of investigation**

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### **Cygnets Court, Boxford, Suffolk**

Written Scheme of Investigation for a Programme  
of Archaeological Trenched Evaluation

**Date:** March 2018

**Prepared by:** Stuart Boulter

**Issued to:** Rachael Abraham (SCC Archaeological Service)

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## Summary Project Details

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<b>Site Name</b>	Cygnets Court, Swan Street
<b>Site Location/Parish</b>	Boxford
<b>Grid Reference</b>	TL 960 406
<b>Access</b>	From Cygnets Court
<b>Planning Application No</b>	B/15/01078/FUL
<b>HER code</b>	BXF 037
<b>OASIS ref.</b>	suffolka1-312074
<b>Type:</b>	Trial-trenching evaluation
<b>Proposal</b>	4 dwellings
<b>Project start date</b>	24 <sup>th</sup> April 2018
<b>Fieldwork duration</b>	1 day (+ contingency day)
<b>Number of personnel on site</b>	Projected as 2 SACIC staff

### Personnel and contact numbers

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<b>SACIC Project Manager</b>	Stuart Boulter	Office: 01449 900122 Mobile: 07885 223524
<b>Project Officer (first point of on-site contact)</b>	Rob Brooks	Office: 01449 900124 Mobile: 07515 190439
<b>SCC Curatorial Officer</b>	Rachael Abraham and Hannah Cutler	Office: 01284 741232 Mobile: 07595 089516
<b>Consultant</b>	N/A	-

### Emergency contacts

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<b>Local Police</b>	Ipswich Police Station, 10 Museum Street, Ipswich, Suffolk, IP1 1HT	101 or emergency 999
<b>Site First Aider</b>	Rob Brooks	Mobile: 07515 190439
<b>Location of nearest A&amp;E</b>	Heath Road, Ipswich, Suffolk IP4 5PD	01284 713000

### Hire details

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<b>Plant:</b>	Holmes Plant	Office: 01473 890766 Mobile: 07860 121821
<b>Welfare</b>	N/A	N/A
<b>Tool hire:</b>	N/A	N/A

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2. Fieldwork
3. Post-excavation
4. Additional Considerations
5. Staffing

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## **Appendices**

1. Health and Safety Policy
2. Insurance Documentation

## 1. Background

- 1.1 Suffolk Archaeology Community Interest Company (hereafter SACIC) have been commissioned to undertake a programme of archaeological evaluation at Cygnet Court, Boxford, Suffolk (Figure 1). The first element of this work involves the preparation of a Written Scheme of Investigation (this document).
- 1.2 The present stage of work is being requested by Suffolk County Council's Archaeological Service (hereafter SCCAS). The Local Planning Authority (hereafter LPA) were advised that as a condition of the planning consent, a programme of archaeological work should be agreed in accordance with the National Planning Policy Framework (Para 141). The purpose of such work being the recording and advancement of understanding of any heritage assets present at the location before they are destroyed in the course of the development.
- 1.3 The evaluation will be conducted in adherence to a Brief prepared by Rachael Abraham of SCCAS (dated 14<sup>th</sup> March 2018) covering this specific planning condition.
- 1.4 The Brief states (section 2.1) that the archaeological potential for the site is based primarily on its location on the edge of the historic core of Boxford. In addition, the landscape setting on a south-facing slope overlooking the floodplain of the River Box is a typical location for occupation of all periods. There has been no previous systematic investigation of the site, but its archaeological potential, based on the above criteria, is clear.
- 1.5 The construction of the four dwellings has the potential to disturb any archaeological deposits present within the proposed building footprints and their associated access and services (Figure 2)
- 1.6 The contents of the WSI comply with the SCCAS standard Requirements for a Trenched Archaeological Evaluation (2017) and Requirements for Archaeological Excavation (2017), as well as the following national and regional guidance:
  - *National Planning Policy Framework* (NPPF), Department of Communities and Local Government (DCLG) (March 2012);
  - *Code of Conduct*, Chartered Institute for Field Archaeologists 2014;
  - *Standard and Guidance Archaeological Excavation*, Chartered Institute for Field Archaeologists, 2014
  - *Management of Research Projects in the Historic Environment: The Morphe Project Managers' Guide*, Historic England, 2015;
  - *Gurney, D 2003 Standards for Field Archaeology in the East of England*, E. Anglian Archaeol. Occ. Paper No. 14, 2003 Association of Local Government Archaeological Officers East of England Region;
  - *Archaeological Archives in Suffolk Guidelines for Preparation and Deposition*, Suffolk County Council Archaeology Service (revised 2017)
- 1.7 The research aims of the evaluation are as follows:
  - *Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation*
  - *Evaluate the likely impact of past land uses, and the possible presence masking colluvial/alluvial deposits*
  - *Establish the potential for the survival of environmental evidence;*
  - *Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.*

Figure 1. Site Location (Removed)

Figure 2. Location of Evaluation Trenches (Removed)

## 2 Fieldwork

- 2.1 The archaeological excavation fieldwork will be carried out by full-time professional employees of SACIC. The project team will be led in the field by an experienced member of staff of Project Officer grade/experience (Rob Brooks). The excavation team will comprise a Project Officer, and one experienced excavator. A surveyor and experienced metal detectorist will be used as and when required.
- 2.2 The evaluation will involve the opening of four trenches (3 x 1.8m x 12m and 1 x 1.8m x 10m) to coincide with the areas that will be disturbed by groundworks during the development (Figure 2, T1 – T4).
- 2.3 At this juncture no information has been received from the client regarding existing services. A CAT survey will be undertaken on the line of the proposed trenches prior to excavation, but damage to hitherto unknown services that are not identified during this survey will not be the responsibility of SACIC.
- 2.4 The following general principles will be applied for the excavation of the trial-trenches:
  - a) All mechanical excavation will be undertaken using a toothless ditching bucket for a good clean cut.
  - b) The overburden will be excavated down to the top of the first undisturbed archaeological horizon, or the upper surface of the naturally occurring subsoil.

- c) Spoil will be removed and stockpiled adjacent to the evaluation trenches or in an area designated by the client.
  - d) Topsoil will be stored separately to any underlying colluvial material unless this is deemed unnecessary by the client.
  - e) All excavation will be under the direct supervision of an archaeologist.
- 2.5 Archaeological deposits and features will be sampled by hand excavation in order to satisfy the project aims (see section 1.7) and also comply with the SCCAS Requirements for Archaeological Evaluation (2017) and Excavation (2017). Where types of deposit are encountered that are suitable for mechanical excavation, this will only be undertaken following agreement with SCCAS.
- 2.6 No feature will be excavated to a depth in excess of 1.2m. If this depth is not sufficient to meet the archaeological requirements of the Brief it will be brought to the attention of the client or their agent and the Archaeological Advisor to the LPA (SCCAS). Deeper excavation can be undertaken provided suitable support is used. However, such a variation will incur further costs to the client and time must be allowed for this to be established and agreed.
- 2.7 While it is considered unlikely that there will be deep holes left open on site, where necessary high visibility safety fencing will be employed.
- 2.8 An overall features plan and levels AOD will be recorded using RTK GPS survey equipment (or radio base station if required). Feature sections and plans will be recorded at a scale of 1:10, 1:20 or 1:50 as appropriate. All recording conventions used will be compatible with the County HER.
- 2.9 The site will be recorded under a unique HER number acquired from the Suffolk HER Office (in this instance BXF 037) and archaeological contexts will be recorded in a '*unique continuous numbering sequence*' on pro forma Context Recording sheets and entered into an associated database.
- 2.10 A digital photographic record will be made throughout the excavation.
- 2.11 A metal detector search will be made at all stages of the excavation works covering the following;
- i) Ground surface prior to stripping
  - ii) The stripped surface
  - iii) The upcast spoil
- 2.12 All pre-modern finds (with the exception of unstratified animal bone) will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 2.13 All finds will be brought back to the SACIC premises for processing, preliminary assessment, conservation and packing. Most finds analysis work will be done in house, but in some circumstances, it may be necessary to send some categories of finds to external specialists.
- 2.14 Where bulk environmental soil samples are required, these will be a maximum of 40 litres each and will only be taken from suitable features and retained until an appropriate specialist has assessed their potential for palaeoenvironmental remains. Decisions can then be made on the need for further analysis following this assessment. A suitable feature will be deemed one that is sealed and stratigraphically secure, datable and exhibits potential for the survival of palaeoenvironmental material; usually at least two of these criteria will need to be met in order for it to merit taking a sample. If necessary advice will be sought from Historic England's (formerly English Heritage's) Regional Advisor in Archaeological Science on the need for specialist environmental sampling.
- 2.15 In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed and, if deemed necessary, a suitable licence obtained before their removal from the site. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law. They will be recorded *in-situ* and subsequently lifted, packed and marked to standards compatible with those described in the IFA's Technical Paper 13 Excavation and post-excavation treatment of Cremated and Inhumed Human Remains, by McKinley & Roberts. Following full recording and analysis, where appropriate, the remains will be reburied.

### **3 Post-excavation**

- 3.1 The unique project HER number (BXF 037) will be clearly marked on all documentation and material relating to the project.
- 3.2 The post-excavation finds work will be managed by SACIC's Post-excavation and Finds Manager, Richenda Goffin. Specialist finds staff whether in-house personnel or external specialists are experienced in local and regional types of material in their field.
- 3.3 Artefacts and ecofacts will be held by SACIC until analysis of the material is complete.
- 3.4 Site data will be entered on a computerised database compatible with the County HER. Site plans and sections will be digitised and will form part of the site archive. Ordnance Datum levels will be written on the section sheets. The photographic archive will be fully catalogued.

- 3.5 Finds will be processed, marked and bagged/boxed to County HER requirements. Where appropriate finds will be marked with a site code and a context number.
- 3.6 Bulk finds will be fully quantified on a computerised database compatible with the County HER. Quantification will fully cover weights and numbers of finds by context with a clear statement on the degree of apparent residuality observed.
- 3.7 Metal finds on site will be stored in accordance with ICON guidelines, initially recorded assessed for significance before dispatch to a conservation laboratory within four weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts will be x-rayed and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.
- 3.8 Pottery will be recorded and archived to a standard consistent with the Draft Guidelines of the Medieval Pottery Research Group and Guidelines for the archiving of Roman Pottery, SGRP (ed. M.G. Darling, 1994) and to The Study of Later Prehistoric Pottery: General Policies and Guidelines for analysis and Publications, Occasional Papers No.1 and No. 2, 3rd Edition (Revised 2010, Prehistoric Ceramic Research Group).
- 3.9 Environmental samples will be processed and assessed to standards set by the Historic England (formerly English Heritage) Regional Scientific Advisor with a clear statement of potential for further analysis and significance.
- 3.10 Animal and human bone will be quantified and assessed to a standard acceptable to national and regional Historic England specialists.
- 3.11 An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- 3.12 Once the fieldwork phase of the project is completed, a full site archive and report, the latter presenting the results of the evaluation will be prepared.
- 3.13 The report will contain a stand-alone summary and a description of the evaluation methodology. It will also contain a clear separation of the objective account of the archaeological evidence from its archaeological interpretation and recommendations to assist SCCAS regarding the need for and scope of any further mitigation. It will contain sufficient information to stand as an archive report should further work not be required along with the results of a formally commissioned HER search evidenced by its invoice number.
- 3.14 The report will include a summary in the established format for inclusion in the annual "Archaeology of Suffolk" section of the *Proceedings of the Suffolk Institute of Archaeology and History*.
- 3.15 The Suffolk County HER is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. SACIC will complete a suitable project-specific OASIS form at <http://ads.ahds.ac.uk/project/oasis>. The completed form will be reproduced as an appendix to the final report.
- 3.16 A draft of the interim report will be submitted to SCCAS for approval.
- 3.17 On acknowledgement of approval of the report from SCCAS hard and digital copies will be sent to the Suffolk HER.
- 3.18 Upon completion of reporting works ownership of all archaeological finds will be given over to the relevant authority. There is a presumption that this will be SCCAS, who will hold the material in suitable storage to facilitate future study and ensure its proper preservation. If the client does not agree to transfer ownership to SCCAS, they will be required to nominate another suitable repository approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects).
- 3.19 The project archive shall be compiled in accordance with the guidelines issued by the SCCAS (revised 2017). The client is aware of the costs of archiving and provision will be made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS.
- 3.20 The law dictates that client can have no claim to the ownership of human remains. Any such remains will be at least temporarily stored by SCCAS prior to their reburial or in accordance with the details of the site's Ministry of Justice licence.
- 3.21 In the rare event that artefacts of significant monetary value are discovered separate ownership arrangements may be negotiated with SCCAS, provided they are not subject to Treasure Act legislation.
- 3.22 If an object qualifies as Treasure, under the Treasure Act 1996. The client will be informed as soon as possible if this is the case and the find(s) will be reported to the Suffolk Finds Liaison Officer (who then reports to the Coroner) within fourteen days of the objects discovery and identification. Treasure objects



will immediately be removed to secure storage, with appropriate on-site security measures taken if required.

- 3.23 Any object/s eventually declared as Treasure by a Coroner's Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of SACIC, their subcontractors or any volunteers under their control, will not be eligible for any share of a treasure reward.

#### **4 Additional considerations**

##### **4.1 Health and Safety**

- 4.1.1 The project will be carried out in accordance with SACIC's Health and Safety Policy at all times. A copy of this policy is provided in Appendix 1.
- 4.1.2 All SACIC staff are experienced in working on similar sites with similar conditions to those that will be encountered on the present site and are aware of SACIC H&S policies. All permanent SACIC staff are holders of CSCS cards.
- 4.1.3 A separate Risk Assessment and Method Statement (RAMS) document will be prepared for the site and provided to the client. Copies will be available to SCCAS on request.
- 4.1.4 All staff will be aware of the project's risk assessment and will receive a safety induction from the Project Officer.
- 4.1.5 It may be necessary for site visits to be made by external specialists or SCCAS. All such staff and visitors must abide by SACIC's H&S requirements and will be inducted as required and made aware of any relevant high-risk activities.
- 4.1.6 Site staff, official visitors and volunteers are all covered by SACIC's insurance policies. Policy details are shown in Appendix 2.

##### **4.2 Environmental controls**

- 4.2.1 SACIC is committed to following an EMS policy. All our preferred providers and subcontractors have been issued with environmental guidelines. On site the Project Officer will police environmental concerns. In the event of spillage or contamination reporting procedures will be carried out in accordance with SACIC's EMS policies.

##### **4.3 Plant machinery**

- 4.3.1 A 360° tracked mechanical excavators of c.8 tonnes and equipped with a full range of buckets will be required to undertake the soil-stripping. Should the plant and its operators be provided by SACIC rather than the client, the sub-contracted plant machinery will be accompanied by a fully qualified operator who will hold an up-to-date Construction Plant Competence Scheme (CPCS) card (approved by the CITB).

##### **4.4 Site security**

- 4.4.1 Unless previously agreed with the client, this WSI (and the associated quotation) assumes that the site will be sufficiently secure for archaeological work to be undertaken.
- 4.4.2 In this instance, all security requirements including fencing, padlocks for gates etc. are the responsibility of the client.

##### **4.5 Access**

- 4.5.1 The client will secure access to the site for SACIC personnel and any subcontracted plant, and obtain all necessary permissions from any landowners and tenants. This includes the siting of any vehicles and other facilities required for the work.

4.5.2 Any costs incurred to secure access, or incurred as a result of access being withheld (for example by a tenant or landowner) will not be the responsibility of SACIC. Such costs or delays incurred will be charged to the client in addition to the archaeological project fees.

#### 4.6 Site preparation

4.6.1 The client is responsible for clearing the site in a manner that enables the archaeological works to go ahead as described. Unless previously agreed the costs of any subsequent preparatory works will be charged to the client in addition to the archaeological project fees.

#### 4.7 Backfilling

4.7.1 Full reinstatement has not been offered by SACIC for this project other than sequentially pushing the upcast material into the trench and compacting with the digger tracks.

#### 4.8 Monitoring

4.8.1 Arrangements for monitoring visits by the LPA and its representatives (SCCAS) will be made promptly in order to comply with the requirements of the brief. The site will need to be formally signed off by SCCAS prior to any areas being handed back for development.

### 5 Staffing

5.1 The following staff will comprise the Project Team:

- 1 x Project Manager (supervisory only, not based on site full-time)
- 1 x Project Officer (full time)
- 1 x Site Assistant/metal detectorist (as required)
- 1 x Site Surveyor (as required)
- 1 x Finds/Post-excavation manager (part time, as required)
- 1 x Finds Specialist (part time, as required)
- 1 x Environmental Supervisor (as required)
- 1 x Finds Assistant or Supervisor (part time, as required)
- 1 x Senior Graphics Assistant (part time, as required)

5.2 Project Management will be undertaken by Stuart Boulter and the Project Officer in charge on site is yet to be determined. Site Assistants will be drawn from SACIC's qualified and experienced staff. SACIC will not employ volunteer, amateur or student staff, whether paid or unpaid, to undertake any of the roles outlined in 5.1.

5.3 Post-excavation tasks, where possible, will be undertaken by SACIC staff (see below).

Name	Specialism
Ryan Wilson, Ellie Cox, Gemma Bowen, Rui Santos	Graphics and illustration
Richenda Goffin	Post Roman pottery and CBM
Dr Ioannis Smyrniotis	Prehistoric pottery, Roman Pottery and general finds
Dr Ruth Beveridge	Small Finds
Anna West	Environmental sample processing/assessment
Dr Ruth Beveridge, Clare Wootton	Finds quantification/assessment
Jonathan Van Jennians	Finds Processing
Dr Ruth Beveridge	Archiving

5.4 In some instances, it may be necessary to employ outside specialists (see below).

Name	Specialism	Organisation
Anderson, Sue	Human skeletal remains; Post Roman pottery	Freelance
Bates, Sarah	Flint	Freelance
Batt, Cathy	Archaeomagnetic dating	University of Bradford
Blades, Nigel	Metallurgy	Freelance
Bond, Julie	Cremated animal bone	University of Bradford
Boreham, Steve	Pollen	University of Cambridge
Breen, Anthony	Documentary Research	Freelance
Briscoe, Diana	Anglo-Saxon pottery stamps	Freelance
Brugmann, Birte	Beads	Freelance
Cameron, Esther	Mineral Preserved Organics	Freelance
Challinor, Dana	Wood and charcoal identification	Freelance
Cook, Gordon	Radiocarbon dating	SUERC
Curl, Julie	Faunal remains	Freelance
Damian Goodburn	Wood and woodworking	MOLA
Hamilton, Derek	Bayesian modelling	SUERC
Harrington, Sue	Textiles	Freelance

Hines, John	Saxon artefacts	University of Cardiff
Holden, Sue	Illustrator	Freelance
Keyes, Lynn	Metal working	Freelance
Macphail, Richard	Soil micromorphology	University College London
Metcalf, Michael	Saxon coins	Ashmolean Museum
Mould, Quita	Leather	Freelance
Park-Newman, Julia	Conservation	Freelance
Plouviez, Jude	Roman coins and brooches	Freelance
Riddler, Ian	Worked bone	Freelance
Scull, Christopher	Early Anglo-Saxon settlement & cemeteries	University of Cardiff

# Appendix 1. Suffolk Archaeology CIC Health and Safety Policy



## HEALTH AND SAFETY POLICY STATEMENT

Suffolk Archaeology Community Interest Company is committed to ensuring the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. Our Personnel are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the acts and emissions of our organisations undertakings.

Suffolk Archaeology Community Interest Company understands our duty to identify the significant hazards that may be created by our undertakings and to risk assess these accordingly to ensure that suitable and effective controls are implemented to minimise risk to a suitable level as far as is reasonably practicable.

We also acknowledge our duty, so far as is reasonably practicable:

- To provide a safe working environment for our workforce, fulfil our statutory commitments and actively manage and supervise health and safety at work;
- To identify the risks associated with our business activities and ensure suitable and sufficient control measures are in place.
- Ensure regular consultation with our employees on matters which affect their health and Safety.
- To ensure that all plant and equipment used by our employees is fit for purpose and adequately maintained.
- To provide suitable storage and ensure safe handling of Hazardous substances.
- To ensure that all workers are competent to undertake their daily work activities by providing all relevant information and training, consideration will also be given to any employees who do not have English as a first language.
- To prevent accidents and cases of work related ill health by ensuring a robust reporting and investigation system is in place.
- To liaise and communicate effectively regarding health and safety matters when working on other persons premises.
- To ensure that there is an effective system of induction, training, communication and supervision to other persons visiting or working on our premises.
- To have access to competent advice, this will be provided by Agility UK (Training and Consultancy) Ltd. Who will assists us in the continuous improvement in our health and safety performance and management through regular review and revision of this policy; and to provide suitable resources required to make this policy and our Health and Safety arrangements effective.

To ensure that the above are met we have developed a 'Health and Safety Management Structure' identifying key personnel responsible for managing health and safety within the organisation and 'Safety Arrangements' to assist the implementation.

<b>Signature:</b>		<b>Date:</b>	<b>25/01/2017</b>
<b>Name:</b>	<b>Rhodri Gardner</b>	<b>Position:</b>	<b>Managing Director</b>

The policy is reviewed on a periodic basis.

## Appendix 2. Suffolk Archaeology CIC Insurance Policy Details



**To Whom It May Concern**

Our Ref: TM/

23 January 2018

Dear Sir / Madam

**Our Client: Suffolk Archaeology C I C**

We act as Insurance Brokers for the above-mentioned client and confirm the following cover is in force:

**Public Liability**

Limit of Indemnity - £5,000,000 any one occurrence

INSURER	Aviva Insurance Limited
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2019

**Employers Liability**

Limit of Indemnity - £10,000,000 any one occurrence.

INSURER	Aviva Insurance Limited
POLICY NUMBER	24765101CHC/UN/010136
EXPIRY DATE	01/02/2019

**Professional Indemnity**

Limit of Indemnity - £5,000,000 in respect of any one claim

INSURER	Hiscox Insurance Limited
POLICY NUMBER	9446228
EXPIRY DATE	01/02/2019

The cover has been issued on the insurers standard policy form and is subject to their usual terms and conditions. A copy of the policy wording is available on request.

The Insurance evidenced by this Certificate is subject to the terms, and conditions and exclusions of the applicable policies which is paramount. This certificate is issued as a matter of information only and evidences coverage as at the date of the certificate. This certificate confers no rights to the holder and imposes no liability on the Insurer. The Insurer assumes no responsibility to the holder of the certificate to provide any notice of any material change in or cancellation of these policies.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Tariq Mian".

Tariq Mian Cert CII  
Senior Account Executive  
Towergate Insurance

**Towergate Insurance**

Jellicoe House, Grange Drive, Hedge End, Southampton SO30 2AF  
Tel: 0344 892 1656 Fax: 0344 892 1657 Email: [southampton@towergate.co.uk](mailto:southampton@towergate.co.uk)  
[www.towergateinsurance.co.uk](http://www.towergateinsurance.co.uk)

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Registered address: Towergate House, Eclipse Park, Sittingbourne Road, Maidstone, Kent ME14 3EN. Authorised and regulated by the Financial Conduct Authority







## Appendix 2. OASIS form

# OASIS DATA COLLECTION FORM: England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

### Printable version

**OASIS ID: suffolka1-312074**

#### Project details

Project name	BXF 037 Cygnet Court Evaluation, Boxford
Short description of the project	Five evaluation trenches were excavated in an area immediately south-west of Swan Street, prior to its redevelopment for housing, in the parish of Boxford, Suffolk. The site had most recently been the location of a builder's yard. No features or finds were recorded across the site, although the subsoil and superficial geological levels appeared well preserved below deposits of topsoil and modern refuse.
Project dates	Start: 24-04-2018 End: 24-04-2018
Previous/future work	No / No
Any associated project reference codes	BXF 037 - Sitecode
Any associated project reference codes	B/15/01078/FUL - Planning Application No.
Any associated project reference codes	2018/044 - Contracting Unit No.
Type of project	Field evaluation
Current Land use	Other 13 - Waste ground
Monument type	NONE None
Significant Finds	NONE None
Methods & techniques	"Sample Trenches"
Development type	Small-scale (e.g. single house, etc.)
Prompt	National Planning Policy Framework - NPPF
Position in the planning process	After full determination (eg. As a condition)

#### Project location

Country	England
Site location	SUFFOLK BABERGH BOXFORD BXF 037 Cygnet Court Evaluation
Postcode	CO10 5NZ
Study area	0.1 Hectares
Site coordinates	TL 9609 4060 52.028589357479 0.858740474888 52 01 42 N 000 51 31 E Point
Height OD / Depth	Min: 30.33m Max: 31.28m

## Project creators

Name of Organisation	Suffolk Archaeology CIC
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Hannah Cutler
Project director/manager	Stuart Boulter
Project supervisor	Rob Brooks
Type of sponsor/funding body	Chartered Surveyor
Name of sponsor/funding body	Whymark and Moulton

## Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	BXF 037
Digital Contents	"other"
Digital Media available	"Database","Images raster / digital photography","Survey","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	BXF 037
Paper Contents	"other"
Paper Media available	"Context sheet","Report"

## Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Cygnets Court, Boxford, Suffolk Archaeological Evaluation Report
Author(s)/Editor(s)	Brooks, R.
Other bibliographic details	SACIC Report No. 2018/044
Date	2018
Issuer or publisher	SACIC
Place of issue or publication	Needham Market, Ipswich
Description	A4, comb bound, in colour, with card covers.
Entered by	Rob Brooks (rob.brooks@suffolkarchaeology.co.uk)
Entered on	25 April 2018



### Appendix 3. Selected plates



Plate 1. Trench 1 (1m and 2m scales, facing north-east)



Plate 2. Trench 2 (1m and 2m scales, facing north-east)





Plate 3. Trench 3 (1m and 2m scales, facing north-west)



Plate 4. Trench 4 (1m and 2m scales, facing north-west)





Plate 5. Trench 5 (1m and 2m scales, facing north-west)





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[www.suffolkarchaeology.co.uk](http://www.suffolkarchaeology.co.uk)



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